


<p>SUPERIOR COURT OF CALIFORNIA</p>  <p>COUNTY OF ALAMEDA</p>	<p><u>JOB ANNOUNCEMENT</u></p> <p>EOE/ADA*</p> <p><small>*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD (510) 465-3929</small></p>	<p>24 HOUR JOB HOT LINE #</p> <p>(510) 208-3906</p> <p>www.alameda.courts.ca.gov/courts</p>
--	---	--

LEGAL PROCESSING ASSISTANT (LPA) I

**The vacant positions may be available at the following locations:
Alameda, Berkeley, Fremont, Hayward, Oakland and Pleasanton Courts**

The Superior Court is seeking individuals who are friendly, enthusiastic, organized, detailed and dedicated to providing quality customer service, willing to learn, and interested in career development opportunities. If you fit this description, we encourage you to apply for Legal Processing Assistant I.

SALARY RANGE: **\$1,258.15 - \$1,500.08 Bi-weekly plus benefits**

FILING DEADLINE: **Thursday, June 22, 2006**
The Human Resources and Labor Relations Bureau must receive the completed applications by 5:00 p.m. on the last day for filing. Postmarks are not accepted.

FILING REQUIREMENTS: **Send completed application form to:**
Superior Court of California, County of Alameda
Human Resources & Labor Relations Bureau
1225 Fallon Street, Room 105
Oakland, CA 94612

The Superior Court of California, County of Alameda is recruiting to establish a new eligible list for the position of Legal Processing Assistant I. The eligible list will be used to fill current and future Legal Processing Assistant I job vacancies at various court locations. Under general supervision, the incumbent performs a variety of clerical and technical duties related to the processing of legal documents in a criminal, civil, small claims, juvenile, family law or traffic division; and performs other related duties as assigned.

TYPICAL DUTIES (May include but are not limited to the following):

- Processes incoming legal documents by examining for sufficiency of information, conformity, jurisdiction and required supporting documentation; returns unacceptable documents; and affixes seals and stamps to endorse, to certify and to file documents.
- Assists the public in person, by telephone, mail and/or fax to provide procedural information regarding the status of legal cases; accepts bail money; answers inquiries and explains legal filing processes and procedures, use of court forms and applying rules of court; explains fees and fines; assists individuals in locating materials and obtaining information; and accepts routine filings.
- Updates information in manual and/or automated record keeping systems by verifying entries, posting payments, entering and correcting data; and enters new cases.
- Files a variety of legal documents in alphabetical, numerical, subject and chronological order.

TYPICAL DUTIES – (Continued)

- Assembles court files by receiving and filing a variety of legal documents and maintains court records.
- Handles money transactions by receiving, depositing, apportioning, distributing, refunding and recording transactions in the automated record system.
- Verifies and balances daily cash receipts, registers and journals to accurately record monies received at the counter and by mail; and compiles numerical counts and routine statistical data to provide input for reports.
- Types a variety of materials, including abstracts, judgments, clerk's transcripts, declaration, notices, letters and other legal documents to provide assistance and information to the public, attorneys and other agencies; and composes correspondence in response to requests for general information.
- Retrieves, files, researches, copies, delivers, updates and/or purges data; searches for missing files; microfilms and scans documents; and mails information to appropriate parties as requested.
- Prepares court calendars for various departments to provide information to appropriate judicial staff, attorneys, and the public.
- Provides assistance and relief to other Legal Processing Assistant staff in other court divisions and/or locations as directed by the immediate supervisor or designee.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

The equivalent to one year of recent, full-time office clerical experience, preferably including heavy public contact and cash handling. *Ability to type at a minimum of 30 wpm is desirable for certain court divisions. Attach a copy of recent (not more than twelve months old) official certification of typing skills for verification.*

KNOWLEDGE AND ABILITIES:

Knowledge of modern office practices and procedures, including filing and basic record keeping systems, operation of standard office equipment, personal computers and standard business correspondence.

Ability to understand, explain and apply specific statutes, codes, laws, regulations and procedures; prepare and process a variety of legal documents; maintain complex legal records and files; compose correspondence; locate, identify and correct technical inaccuracies; maintain accurate records and files; prioritize and organize work; maintain confidentiality; enter data with accuracy and speed; operate standard office equipment, including personal computers, keyboard, telephone, fax, copier, microfilm, facsimile and scanning machines; accurately handle cashiering functions; accurately balance registers and journals; assist the public in a professional and tactful manner; communicate and work effectively with judicial officers, attorneys, staff and the public; listen carefully and speak understandably; exercise sound judgment; assist people from diverse socio-economic backgrounds; and remain calm in a demanding environment.

SPECIAL REQUIREMENTS: Ability to lift up to 25 pounds.

PROMOTIONAL OPPORTUNITIES: The LPA I is an entry/training level classification. LPA I's are expected to promote to the LPA II journey-level by the end of the one-year training/probationary period. LPA II's **may** promote to the LPA III expert/lead level upon meeting eligibility criteria. LPA's may also promote to Courtroom Clerk I/II, Senior Courtroom Clerk, Court Support Assistant, and/or to supervisory/management classifications by competitive examination as job vacancies occur within these classifications.

GENERAL INFORMATION

This is a full-time, non-management position. Employment is contingent upon successful completion of fingerprint check and the provision of appropriate identifying documents to certify eligibility to work in the United States. This position includes a one-year probationary period. Please be advised that the finalist must be fingerprinted for criminal record check purposes and that continued employment is contingent upon information received in the report.

Benefits include medical and dental insurance for employee and dependents, mandatory retirement plan, accrual of 13 sick leave and 10 vacation leave days per year, 13 holidays per calendar year, life insurance, Employee Assistance Program and optional deferred compensation plan.

The examination process will include three components that is subject to change:

- (1) An initial screening of all application materials received by the filing deadline.
- (2) Applicants meeting the minimum qualifications as stated on the job announcement will be invited to the written examination to be held on a Saturday in July 2006.
- (3) Applicants passing the written examination will be selected for the oral examination to be held in August 2006. The oral examination will be weighted as 100% of the candidate's final score. The oral examination may contain situational exercises.

***Application forms may be obtained at the
Human Resources & Labor Relations Bureau,
1225 Fallon Street, Room 105, Oakland,
8:00 a.m.-5:00 p.m., Monday-Friday,
at our website, www.alameda.courts.ca.gov/courts
or by calling our 24-Hour Job Hotline at 510-208-3906.***

Dist: All SCT; official bulletin boards; County Depts; City & Co. Pers. Depts; Diversity Rcrmt Directory; Community Colleges; SEIU Business Representative

Opened on June 1, 2006 with an application deadline of June 22, 2006.